Adding an Accommodation Rate Invoice	Updating a Line Item

Add an Accommodation Rate Invoice:

1. Click the **Billing** module.
2. Select **Accommodation Rate Invoice Search** from the navigation bar.

The Accommodation Rate Invoice Search page appears.

3. Click **Add Accommodation Invoice**.
4. Select a contract from the drop down and click **Select Contract**.
5. Enter **Invoice Reference Number** and **Billing Period** dates.
6. Click **Save New Invoice**.

Update a Line Item:

1. Access the **Accommodation Rate Invoice Summary** page.
2. Enter a unit amount.

Unit Type	Units
Monthly	1

3. Click **Save Invoice**.

   A confirmation message appears at the top of the page that the invoice has been updated.

Note: **Depending on the contract you may be entering daily or monthly unit(s).**

Tips	

- Invoices **must be submitted sequentially by month** (July, August, September).

- If an organization needs to submit more than one invoice a month, a S*upplemental* invoice can be created.

Virtual Gateway Customer Service

1-800-421-0938

Searching for an Accommodation Rate Invoice	Searching for an Accommodation Rate Invoice (continued)

Search for an Accommodation Rate Invoice:

1. Click the **Billing** module and **Accommodation Rate Invoice Search** from the navigation bar.

   The Accommodation Rate Invoice Search page appears.

2. Enter your search criteria in one of the following fields:

   - Activity Code
   - Activity Name
   - Vendor Customer Code
   - Vendor Contract Number
   - Date From
   - Date To
   - Invoice Status

Tip: Use the wildcard **%** to search for records beginning with or ending with a text string. Or use partial criteria by entering the beginning letters or text string.

3. Click [Search] .

   The search results appear.

Search Results

Activity Name	Date From	Date To	Vendor Customer Code	Contract Number	Status
Training Service Activity	07/01/2007	07/31/2007	HHS1010	AR1010 - 2008 - RPO	PRC Ready
Training Service Activity	08/01/2007	08/31/2007	HHS1010	AR1010 - 2008 - RPO	PRC Ready

| Display 1 to 2 of 2 |

4. Click an Activity Name link.

   The Accommodation Rate Invoice Summary page appears including information about the invoice you selected.

Accommodation Rate Invoice #148

Update Accommodation Rate Invoice

Corporate Name:	Provider 10	State Agency Name:	VG Training Org
Vendor Customer Code:	HHS1010	Invoice Status:	PRC Ready
Service Contract Number:	AR1010	Service Contract Amendment Number:	
Billing Period:	08/01/2007 - 08/31/2007	*Invoice Reference Number:	ACRAugust1008
Supporting Documentation Reference Number:		Supporting Documentation Description:	
Supporting Documentation Type:		Invoice Type:	Accommodation Rate
Service Delivery Report:			

Activity:3153 Training Service Activity Accommodation Rate:1

Line Item	Accommodation Rate Description	Planned Rate	Unit Type	Units	Reimbursable Cost	Balance to Date	Invoice Amount	Current Balance
148		33333.33	Monthly	1	$400,000.00	$366,666.67	$33,333.33	$333,333.34
			Total		$400,000.00	$366,666.67	$33,333.33	$333,333.34

Saving, Releasing and Disapproving an Accommodation Rate Invoice	Authorizing an Accommodation Rate Invoice
Save an Invoice: If you have updated an invoice and want to save it: 1. Access the **Accommodation Rate Invoice Summary** page. 2. Click Save Invoice . **Release an invoice:** If the invoice is ready to be released (if it is correct and ready to be authorized): 1. Access the **Accommodation Rate Invoice Summary** page. 2. Click the **checkbox** to confirm data is complete and accurate. *By clicking the checkbox you are complying with legal requirements on releasing an invoice.* 3. Click Release Invoice . **Disapprove an invoice:** To change the status of an invoice with an error from **ready** to **draft**: 1. Access the **Accommodation Rate Invoice Summary** page of a released invoice. 2. Click Disapprove Invoice .	**Authorize an invoice:** If the invoice is ready to be authorized and submitted: 1. Access the **Accommodation Rate Invoice Summary** page of a released invoice. 2. Click the **checkbox** to confirm data is complete and accurate. *By clicking the checkbox you are complying with legal requirements on authorizing an invoice.* 3. Click Authorize Invoice .